

ANANDARAM DHEKIAL PHOOKAN COLLEGE

RRB ROAD: NAGAON: ASSAM

ACADEMIC SESSION 2023-2024



ACADEMIC COMMITTEE MEETING REGISTER

Bohara Local History

25/11/14

Agenda

- 1) Completion of syllabus
- 2) College work
- 3) Ad on course / Helpline and / Seminar
- 4) Reporting part time teacher / work load
- 5) Routine
- 6) Students attendance

Signature

- 1) Subash Puri
- 2) P. N. Singh
- 3) Aparna Bhatnagar
- 4) J. K. Singh
- 5) Suranjan Nandi
- 6) S. K. Singh
- 7) S. K. Singh
- 8) S. K. Singh
- 9) P. N. Singh
- 10) M. K. Singh
- 11) K. K. Singh
- 12) A. K. Singh
- 13) B. K. Singh
- 14) M. K. Singh
- 15) R. K. Singh
- 16) S. K. Singh
- 17) K. K. Singh
- 18) S. K. Singh
- 19) A. K. Singh
- 20) B. K. Singh
- 21) R. K. Singh
- 22) S. K. Singh
- 23) M. K. Singh

25/11/14
25/11/14

- 1) The first part of the syllabus is to be completed by the end of the month.
- 2) The second part of the syllabus is to be completed by the end of the month.
- 3) The third part of the syllabus is to be completed by the end of the month.
- 4) The fourth part of the syllabus is to be completed by the end of the month.
- 5) The fifth part of the syllabus is to be completed by the end of the month.
- 6) The sixth part of the syllabus is to be completed by the end of the month.
- 7) The seventh part of the syllabus is to be completed by the end of the month.
- 8) The eighth part of the syllabus is to be completed by the end of the month.
- 9) The ninth part of the syllabus is to be completed by the end of the month.
- 10) The tenth part of the syllabus is to be completed by the end of the month.
- 11) The eleventh part of the syllabus is to be completed by the end of the month.
- 12) The twelfth part of the syllabus is to be completed by the end of the month.
- 13) The thirteenth part of the syllabus is to be completed by the end of the month.
- 14) The fourteenth part of the syllabus is to be completed by the end of the month.
- 15) The fifteenth part of the syllabus is to be completed by the end of the month.
- 16) The sixteenth part of the syllabus is to be completed by the end of the month.
- 17) The seventeenth part of the syllabus is to be completed by the end of the month.
- 18) The eighteenth part of the syllabus is to be completed by the end of the month.
- 19) The nineteenth part of the syllabus is to be completed by the end of the month.
- 20) The twentieth part of the syllabus is to be completed by the end of the month.
- 21) The twenty-first part of the syllabus is to be completed by the end of the month.
- 22) The twenty-second part of the syllabus is to be completed by the end of the month.
- 23) The twenty-third part of the syllabus is to be completed by the end of the month.
- 24) The twenty-fourth part of the syllabus is to be completed by the end of the month.
- 25) The twenty-fifth part of the syllabus is to be completed by the end of the month.

Principal
A. D. Singh
M. K. Singh

The following resolutions are taken unanimously in the meeting —

Resolution No-1: The sessional examination of all candidates will be held in the 1st week of November 2023.

Resolution No-2: The attendance of the students to be counted till 10.10.2023.

Resolution No-3: The attendance for 1st Sem must be counted and all will be allowed to appear the examination.

Resolution No-4: For 3rd & 5th Sem the attendance will be as given below —

Women: 50% Men: 30%.

Resolution No-5: The House examination will be conducted by the departments itself and Minor exams below 50 students will be conducted by the departments. All other Minor examination will be held centrally.

Resolution No-6: Date of submission of all question paper listed by 10.10.2023.

Resolution No-7: Marks of internal examinations will be as per regulations.

Resolution No-8: The date of election of students union will be held on 15.10.2023.

Prepared
A.D.P. College
Nagapattinam

Academic Meeting
Date: 01/12/23

Signatures of Members

- 1) Salarathi Pragasam
- 2) Salarathi Sathya
- 3) Sivarajah Natarajan
- 4) Sivarajah Sivarajah
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- 23) Sivarajah Sivarajah

Meeting with HODs

Date - 3.8.23

Meeting room

A meeting of Academic Committee under the Presidency of Dr. Subhendra Payong, Principal, is held on 3.8.23 at 1 pm in the meeting room. The following teachers are present in the meeting.

Signatures of the member present:

1. Subhendra Payong
2. M. K. Hazarika
3. Subhankar Barua
4. Raju Barua
5. Ishu Barua
6. Bhaskar J. Saikia
7. Kishor Kr. Shaha
8. Bijumoni Borah
9. Abdul Muqit Mol Hassan
10. Siddhanta
11. Himansu Odia
12. Ajit Kr. Sinha
13. Chandana Deka
14. Binmala Bora
15. Kalyan Chy
16. Gayatri Das
17. Kakali Boruah
18. Smitamala Bora
19. Anindam Borah
20. Anam Khatun

Resolution no. 1

Part-time teachers to departments of Chemistry (two), Assamese (one), English (one), Education (one), EVS (one), History (one), Computer Sc (two), Bengali (one).

Resolution 2 Printers to departments of Hindi, Sanskrit, Computer to Geography.

ANANDARAM DHEKIAL PHOOKAN COLLEGE

RRB ROAD: NAGAON: ASSAM

ACADEMIC SESSION 2023-2024



TEACHING STAFF MEETING REGISTER

Agenda

- 1) College Foundation Day / Invitation of Guest
- 2) Special Ph.D. Memorial Lecture / Award
- 3) Academics - MDC etc / HoD
- 4) IQAC
- 5) Website

Signature

- | | |
|-------------------|----------------------------|
| 1) Aniruddh Anand | 27. Pyar Md Rana |
| 2) Anurag Anand | 28. Deep Prati Bora |
| 3) Anurag Anand | 29. Kishor Kr Shukla |
| 4) Anurag Anand | 30. Douglas Engli |
| 5) Anurag Anand | 31. Abhijit Ghosh |
| 6) Anurag Anand | 32. Abdul Muftid Md Hassan |
| 7) Anurag Anand | 33. Minamuddin Ahmed |
| 8) Anurag Anand | 34. Abdul Mannan |
| 9) Anurag Anand | 35. Suranjana Bhattacharya |
| 10) Anurag Anand | 36. Anurag Anand |
| 11) Anurag Anand | 37. Anurag Anand |
| 12) Anurag Anand | 38. Anurag Anand |
| 13) Anurag Anand | 39. Anurag Anand |
| 14) Anurag Anand | 40. Anurag Anand |
| 15) Anurag Anand | 41. Anurag Anand |
| 16) Anurag Anand | 42. Anurag Anand |
| 17) Anurag Anand | 43. Anurag Anand |
| 18) Anurag Anand | 44. Anurag Anand |
| 19) Anurag Anand | 45. Anurag Anand |
| 20) Anurag Anand | 46. Anurag Anand |
| 21) Anurag Anand | 47. Anurag Anand |
| 22) Anurag Anand | 48. Anurag Anand |
| 23) Anurag Anand | 49. Anurag Anand |
| 24) Anurag Anand | 50. Anurag Anand |
| 25) Anurag Anand | 51. Anurag Anand |
| 26) Anurag Anand | 52. Anurag Anand |

53. Heena Khan
54. Neelika Borah
55. Ambalika Phompho.
56. Sylaksho Brahma.
57. Afifa Kamsa
58. Fraja Hengzha
59. 28/06/2023
60. 16/06/23

[Signature]

- The meeting resolves that-
1. The foundation day will be observed on 7 Sept. 2023.
 2. Anandaram Bhuiyan memorial lecture will be organised.
 3. Bhuiyan award will be conferred to famous actor Jodit Bhuiyan.
 4. Memorial lecture will be delivered by the memorial awardee Jodit Bhuiyan.
 5. Regarding paper MDC, etc. a Com. Sub-Committee was formed to study thoroughly - Member - Dr. Kishore Chak, Dr. Mitoo Neog, Dr. Iqbal Bhaugra.
 6. ISC coordinator Dr. Chitranjan Nath requested the coordinators to speed up the data submission.

[Signature]
 Principal
 A.D.P. College
 Nagaon (Assam)

ANANDARAM DHEKIAL PHOOKAN COLLEGE

RRB ROAD: NAGAON: ASSAM

ACADEMIC SESSION 2023-2024



SAMPLES OF DEPARTMENTAL MEETING PROCEEDINGS

Departmental
CHAMP
Recording

THE
ORIGINAL
LONGBOOK

A **SUCCESSFUL** Product

5

Department Meeting Minutes,
Book/Khata

Department of Mathematics,
Anandaram Dhekial Phookan College,
Nagaon, Assam

Meeting of faculty members, department of Mathematics.
Time 1:30 PM Date: 23-03-24.
Saturday.

A meeting has been convened under the
presidentship of HOD, Mathematics. The following agenda's
were discussed.

- 1) Question Paper setting of sessional examination - 24
- 2) Seminar presentation of 2nd and 4th Sem Major studies
- 3) Project topic and presentation.
- 4) Miscellaneous

After the discussion of the mentioned
agenda, the following resolutions were taken.

Resolution - I

The question paper for the sessional
examination for the Major student of 4th & 6th
sem (which will be held from 4 to 6 April) should
be submitted on or before 1st April 24.

Resolution - II

The dates for Seminar presentation of 2nd
and 4th semester major students are fixed on
8th April 24. The students need to present their
topic either on ppt or on board.

Resolution - III

On the project paper of the 6th Semester
student, they can select a topic in groups, each
group consist of not more than two students.
They need to show their project to the guide
allotted to them.

For the final presentation a trial
presentation should be given at the end of April
24 i.e. on 29th April 2024.

Resolution - IV

The evaluation of answer sheet should be
completed within 7 days after the commencement

of the sessional examination.

The meeting was concluded by the
Vote of Thanks.

Teachers Present.

1. Ganes

Head
Department of Mathematics
AGE College, Warangal (T.S.)

2. N. S. S. S.

3. P. K. S. S.

4. P. S. S.

CLASSIC

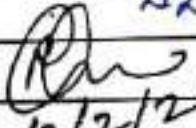
EXECUTIVE
LONG BOOK

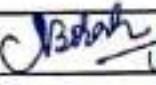
Department of Philosophy
Amsterdam School of Management
College, Nagasaki
Department of History

Date - 12/02/2024

A departmental meeting was held on 12th February, 2024. The topics and agendas of the meeting were, mainly regarding syllabus distribution, performance of students in previous semester and teaching plans. The HOD and the faculty members found the discussions satisfactory.

1. Anur Khatun
12/2/24

2. 
12/2/24

3. 
12/02/24



7
2

**Records of
Departmental
Meetings, Minutes
etc. Khata**

Today, a departmental meeting was held to discuss the following agendas. The meeting was presided over by Dr. Minamuddin Ahmed, HOD, History at presence of the following teachers.

Time: 10:30 Am.

Agendas:

- 1) Preparation of the daily class routine of the department.
- 2) Distribution of the units of each and every papers of both U.G. and P.G. courses.
- 3) Discussion on the new subjects/disciplines allotted to the U.G. 1st Sem. as per NEP.

Resolutions:

- 1) Today's meeting resolved to prepare the daily class routine immediately and initiated steps for it.
- 2) The meeting also distributes all the units of each and every papers of both U.G. and P.G. courses among the teachers.
- 3) The meeting also discussed about the new subjects/disciplines allotted as per New Education Policy. It was also decided to make the students aware of the same.

Signature:

1) Minamuddin Ahmed HOD.

2) *[Signature]*

3) Abhijit Bhargava

4) Himangshu Shekhar Bora

5) Ravi Doley

[Signature]
1/8/23

Head

Department of History
A.D.P. College, Nazim.

REGISTER

PROCEEDING BOOK
(SEMINAR)

DEPTT. OF ARABIC

No. A.D.A. COLLEGE, NAGGAHON.

Departmental meeting

A departmental meeting is held on 08/04/2024 at 11:30 am in Room No. 05 of A.D.P College for discussion about second departmental Seminar, to select its topic and fix its date. The following teachers and students are present in the meeting.

1. Dr. Abdul Mufid Md Hassan, HOD, Arabic
2. Amey Hussain, Teacher
3. Rajikul Hussain (6th semester)
4. Hurun Nahar (6th semester)
5. Snaria Begum (6th semester)
6. Ufsana Salma (4th Semester)
7. Saenna Sultanra (4th semester)
8. Abdul Baki (4th semester)
9. Akim Uddin (4th semester)
10. Hammama Akad (4th sem)
11. Fardin Khanam (4th sem)
12. Sayied Ahmed (4th sem)
13. Zebina Parbi h (4th sem)
14. Merzina khatur (4th sem)
15. Umm e Salma (4th sem)
16. Mimjura khatur (4th sem)
17. Nabima Sultanra (4th sem)

Proceedings:

1. Dr. Abdul Mufid Md Hassan, HOD, presides over the meeting.
2. The meeting selects the following topics for the Seminar:
 - (i) Martyrdom of Hazrat Uthman (R): Reason and Consequence
 - (ii) The holy Quran and its Compilation: A historical Survey.
3. The meeting fixes 20th April, 2024 for the presentation of Seminar papers.
4. The president concludes the meeting by giving thanks to all the members.


08/04/2024

CLASSIC

INTRODUCING

LONG BOOK

Departmental Proceedings

01/08/2023

On 1st August, 2023, a meeting of the faculty members of the dept. of Economics was held in the department, under the presidency of Dr. Kakali Boruah, HOD, Economics. Dr. Mondal, Prof. & other faculty members for general topics in economics discussed the syllabus distribution and course content completion of the course during the allotted time period. The distribution of classes, distribution of chapters were discussed and other issues were discussed and took the following resolutions unanimously. (The above mentioned topics were the agenda for the 1st meeting).

Resolution I - New class routine shall be prepared according to the new guideline of NEP.

Resolution II - Courses will be distributed among the teachers accordingly to their officing.

Resolution III - Freshers will be organized on the date of 5th September along with teachers day.

Member present -

- ① Kakali Boruah.
- ② Alpina Baruah - AB
- ③ Mondalini Das
- ④ Swarna Rani Das - G
- ⑤ Himala Devi

Kakali Boruah 1st/8/2023
HOD, Dept. of Eco.
ABP College,
Nagpur.

22/09/2023

On 28th September, 2023, the faculty members of the department of Economics, ABP college are assembled in the department to discuss about the Add-on course of the department.

The following are the resolutions

- ① As per guide line of IQAC, an add-on course should be introduced in the dept from this session.
- ② Dr. Mondalini Das and Dr. Himala Devi are entrusted to select a course for the department.
- ③ Resolution taken to to organize a departmental seminar for the 5th sem students on the paper of Money and Financial market.
- ④ 5th October, Friday is decided for the seminar.

The meeting was ended with a cup of tea and light refreshment.

Members present

- ① Kakali Boruah.
- ② Alpina Baruah
- ③ Swarna Rani Das.
- ④ Mondalini Das
- ⑤ Himala Devi

KBoruah
28/9/23